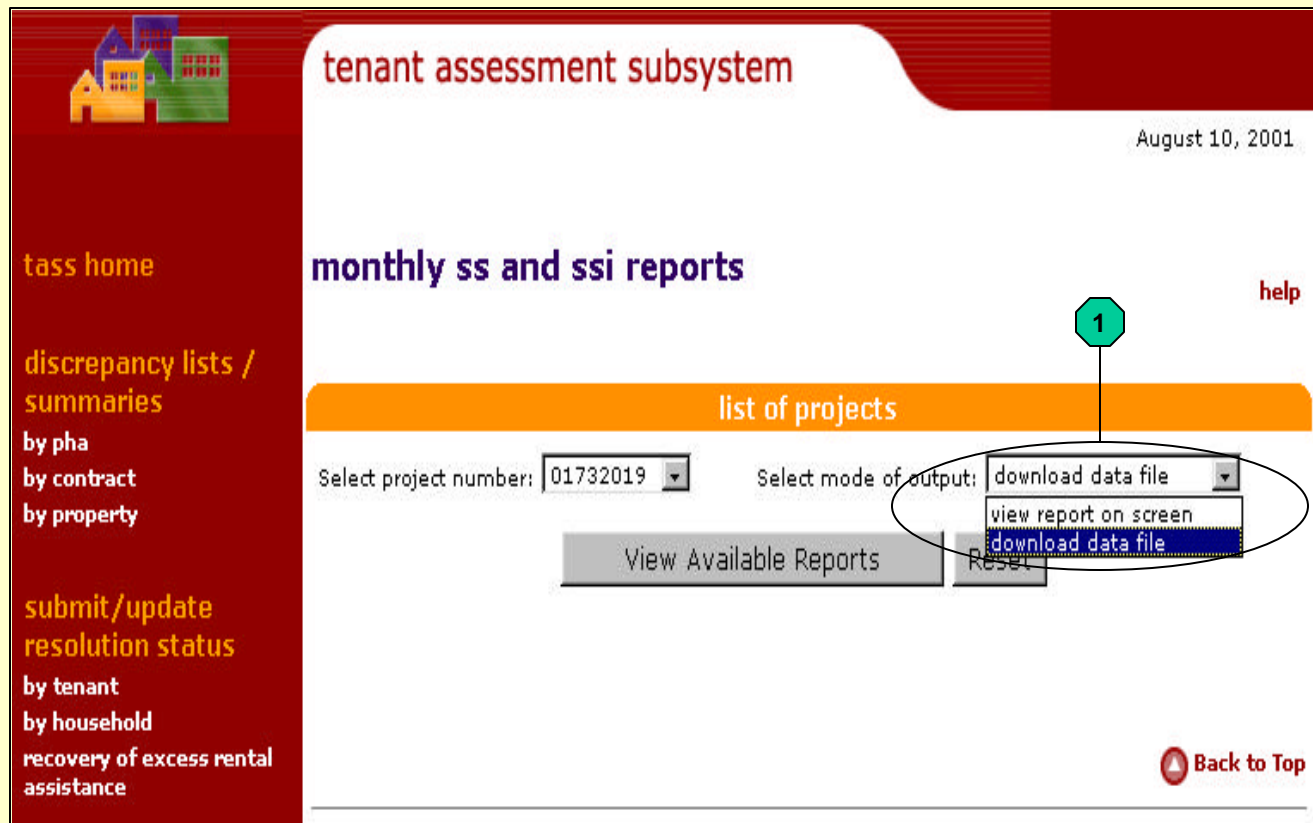


Downloading Monthly SS/SSI Reports Tenant Assessment Subsystem (TASS)

Steps to Downloading Data Files



tenant assessment subsystem

August 10, 2001

monthly ss and ssi reports

help

list of projects

Select project number: 01732019 Select mode of output: download data file

View Available Reports Reset

Back to Top

Left sidebar menu:

- tass home
- discrepancy lists / summaries
 - by pha
 - by contract
 - by property
- submit/update resolution status
 - by tenant
 - by household
 - recovery of excess rental assistance

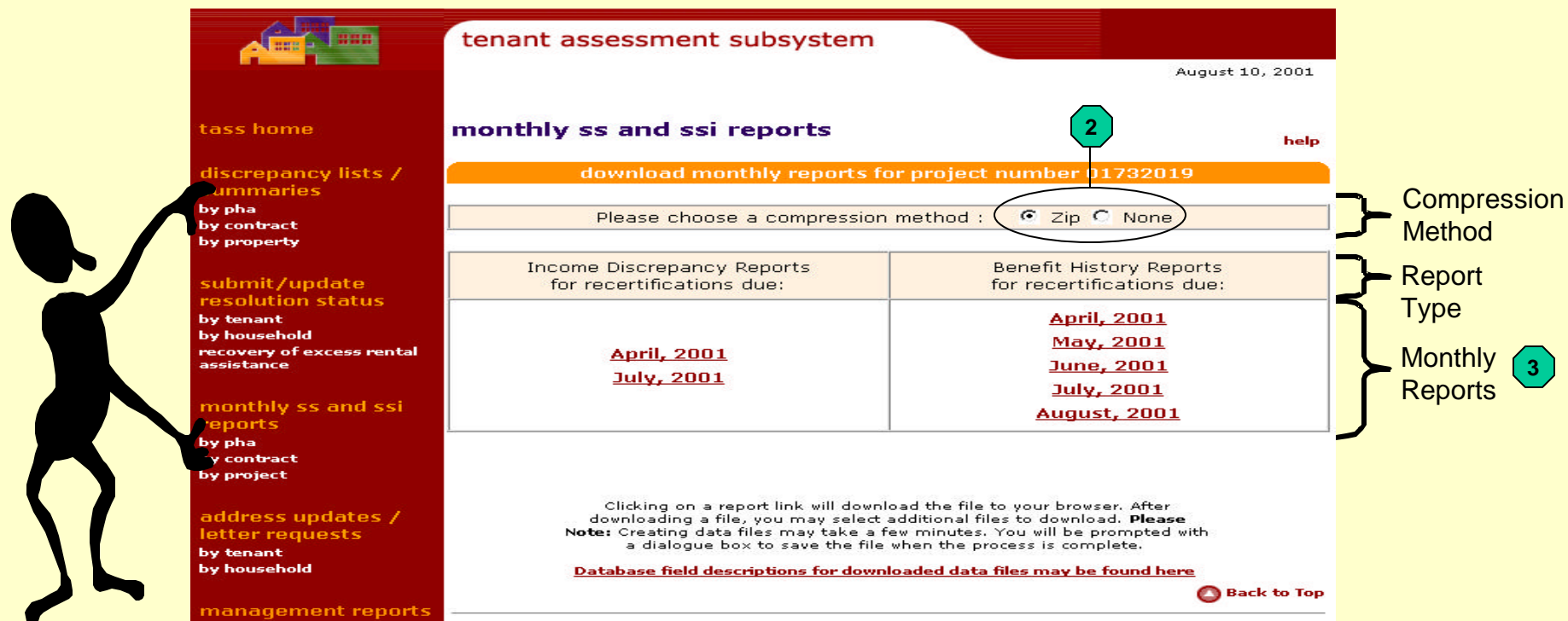
By downloading the SS/SSI reports, you can view all households in a project.



Step 1 - Select "download data file" from the "Select mode of output" options.

Downloading Monthly SS/SSI Reports Tenant Assessment Subsystem (TASS)

Steps to Downloading Data Files



tenant assessment subsystem

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monthly ss and ssi reports

download monthly reports for project number 01732019

Please choose a compression method : ☒ Zip ☐ None

Income Discrepancy Reports for recertifications due:	Benefit History Reports for recertifications due:
April, 2001	April, 2001
July, 2001	May, 2001
	June, 2001
	July, 2001
	August, 2001

Clicking on a report link will download the file to your browser. After downloading a file, you may select additional files to download. **Please Note:** Creating data files may take a few minutes. You will be prompted with a dialogue box to save the file when the process is complete.

[Database field descriptions for downloaded data files may be found here](#)

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Annotations:

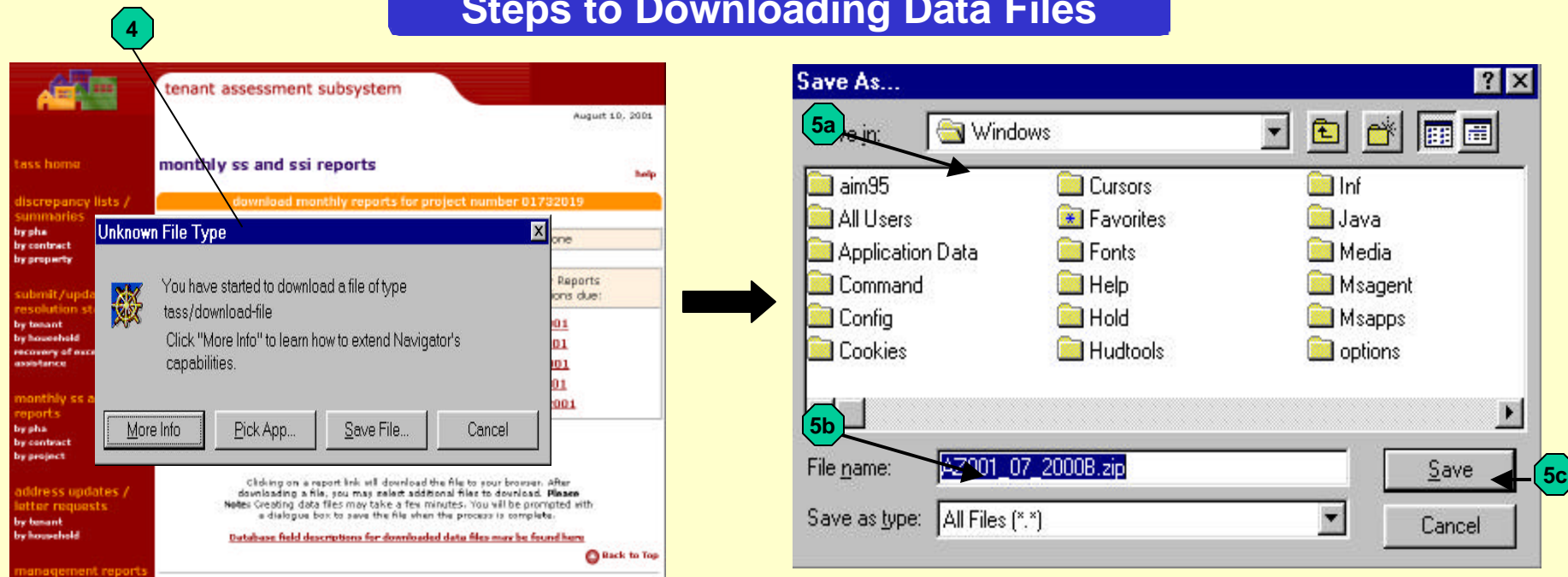
- 2: Compression Method
- 3: Report Type
- 3: Monthly Reports

Step 2 – Select the compression method you prefer. By zipping the file, you will greatly reduce the size and download time. You must have WinZip loaded on your computer to open a zipped file. By choosing “None” the data will be displayed in plain text and may take longer to view.

Step 3 – Select the report and month you would like to download. Select the appropriate month’s link.

Downloading Monthly SS/SSI Reports Tenant Assessment Subsystem (TASS)

Steps to Downloading Data Files



Step 4 – Once you have selected the report and month you would like to review, you will receive an “Unknown File Type Box”. Select “Save File....”

Step 5 – Utilize the following steps:

5a. Select the folder you would like to save the reports in;

5b. Enter a name in the “File Name” box; and

5c. Select “Save”.

It will take several minutes for the reports to download. Once completed, you must access the folder and file name you selected to view the reports.